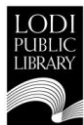# Free Computer Classes at the Lodi Public Library: SEPTEMBER 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Fri.	Saturday
02 (No classes Sat. 9/1)	03 LIBRARY CLOSED	04 Intro to Internet (1 of 2) 4 – 6 PM ST State of CA Job App 6 – 8 PM DD	05 Intro to Internet (1 of 2) 6 – 8 PM RR	06	07	08 Intro to Computer 10 AM – 12 Noon (day 1 of 2) RR
09	10 Résumé Critique 6 - 8 PM GW	11 Intro to Internet (2 of 2) 4 – 6 PM ST State of CA Job App 6 – 8 PM DD	12 Intro to Internet (2 of 2) 6 – 8 PM RR	13	14	15 Intro to Computer 10 AM – 12 Noon (day 2 of 2) RR
16 Résumé Critique 2 – 4 PM GW	17 Intro to Computer 6 – 8 PM (day 1 of 2) EF	18 Working with Windows 4 – 6 PM ST State of CA Job App 6 – 8 PM DD	19 Working with Windows 6 – 8 PM RR	20	21	22 Intro to Internet 10 AM – 12 Noon (day 1 of 2) RR
23	24 Intro to Computer 6 – 8 PM (day 2 of 2) EF	25 State of CA Job App 6 – 8 PM DD	26 Word Processing (1 of 2) 4 - 6 PM ST Word Processing (1 of 2) 6 - 8 PM RR	27	28	29 Intro to Internet 10 AM – 12 Noon (day 2 of 2) RR
30	01 Oct Intro to Internet 6 – 8 PM (day 1 of 2) EF	02 Oct State of CA Job App 6 – 8 PM DD	03 Oct Word Processing (2 of 2) 4 - 6 PM ST Word Processing (2 of 2) 6 - 8 PM RR	04 Oct	05	06 Oct Working with Windows 10 AM – 12 Noon RR

INSTRUCTORS: CM = Charlene   DD = Dan   EF = Eric   GW = Garry   RR = Ron   ST = Sharen

calendar updated: 8/16

Free Computer Classes at the Lodi Public Library: SEPTEMBER 2012

To register for a class or get more information, visit the library or call 333-5554

SEE THE CALENDAR ON THE REVERSE SIDE FOR CLASS DATES & TIMES THIS MONTH.

(*Note:* classes are taught by volunteers. Scheduled dates or times are subject to change.)

INTRODUCTION TO THE COMPUTER

- Two-day class, two hours each day
- For first-time computer users. How to use the mouse, make simple keyboard entries, and introduction to an Internet browser.
- Prerequisite: none

INTRODUCTION TO THE INTERNET

- Two-day class, two hours each day.
- Internet sites; managing your browser
- Prerequisite: *Intro to Computer* or equivalent

WORKING WITH WINDOWS

- One day class, two hours.
- Managing files and folders in Windows
- Prerequisite: *Intro to Computer* or equivalent

BASIC WORD PROCESSING

- Two-day class, two hours each day.
- Word processing in Microsoft Word and e-mail
- Prerequisite: Intro to Computer or equivalent

STATE OF CALIF. EMPLOYMENT

- One-day class, two hours.
- The State of Calif. job application process
- No prerequisite, but *Intro to Computer* helpful

RÉSUMÉ CRITIQUE

- One day, personal tutoring session
- Perfecting your résumé
- Prerequisite: "JobNow" self-paced résumé program (visit the CLC for details)